



## Facilitating meetings

### Benefits

This programme provides you with:

- Greater confidence when facilitating meetings
- Better use of time for you and your organisation through more effective facilitation of meetings
- Strategies for coping with difficult people when facilitating meetings
- Enhanced communication and facilitation skills for a more successful performance at meetings

### Who should attend?

Anyone who:

- Already or will soon regularly lead or facilitate external or internal meetings
- Is required to influence change in attitudes or behaviours through meetings
- Leads meetings attended by more senior colleagues or important stakeholders
- Would like to enhance their communication and facilitation skills for a more effective performance at meetings

### Programme content

- Planning and preparation for successful meetings
- Structuring your meeting
- Understanding your communication style and its impact on others
- Breaking the ice and building rapport
- Techniques for more effective communication and encouraging participation: active listening, questioning and using humour
- Managing dominant or challenging participants
- Gaining consensus and clear outcomes

Business meetings have increasingly become an integral part of our working lives. Well-managed meetings are effective with clear objectives and outcomes allowing you and your organisation to be more efficient. However, valuable time, effort and energy are frequently lost through poorly conducted and organised meetings. It can be particularly challenging when asked to facilitate meetings where you are one of the more junior members of staff or where you need to influence a range of external stakeholders. Careful preparation and clear objectives together with excellent communication and facilitation skills make you much more likely to achieve the outcomes you require.

'Facilitating Meetings' will increase your awareness of your own and others' communication style and will provide you with skills and strategies to enable you to facilitate your meetings more successfully.

### Locations, Dates & Fees

London

27 May & 21 September

Individual Fee: £450 per delegate

Group Booking: £405 per delegate

All sessions are from 10am - 5pm with one hour for lunch

Lunch & refreshments included

Please note that local taxes may apply